

Online IT Training courseware

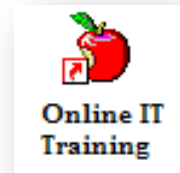
University of Salford offers free online training for its students and staff. It is accessible on and off campus, which means that you can learn in your own time and at your own pace.

What materials are covered?

Software includes Microsoft Office, with a range of applications available in 2013, 2010 and 2007: Access, Excel, Outlook, PowerPoint, Project, SharePoint, and Word.

Accessing the courseware

- Use the **Online IT Training** icon on the University desktop
OR visit this web address:
http://login.customguide.com/Salford_University

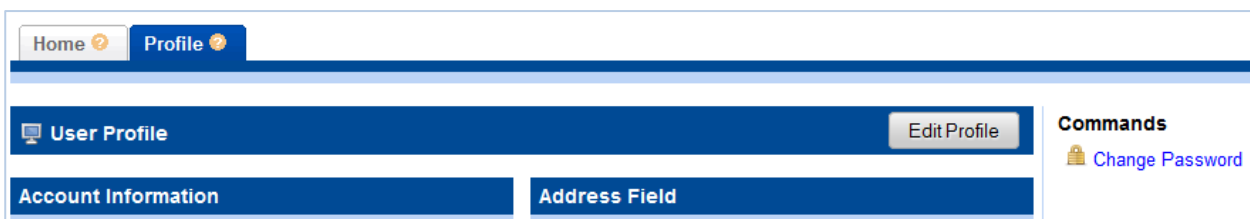


Creating a new account/Forgotten your password?

- Visit http://login.customguide.com/Salford_University
- Click on the **Forgot password** link.
- Enter your **University of Salford email address** and click on **Submit**.
An email will be sent to your University email account containing your password.

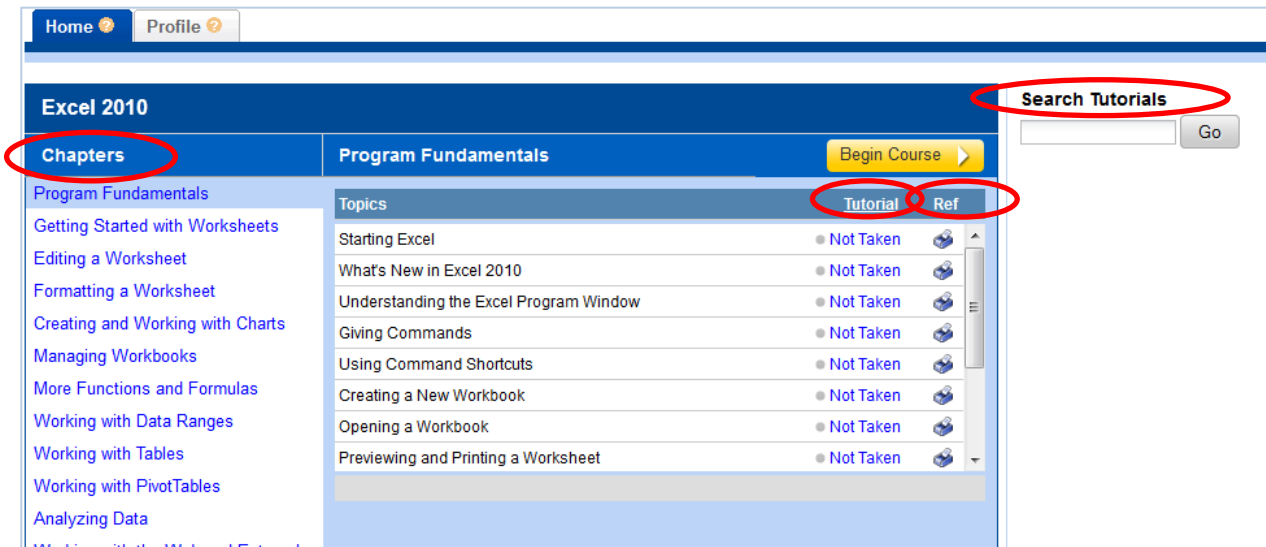
Changing your password

- To change the default password, click on the **Profile** tab
- Click on the **Change Password** link
- Type your new password in the first box, then re-enter in the second box to confirm it
- Click on the **Save** link



Using the online training materials

All available courses are listed under **My Courses** in the left-hand panel. Click on a title to display a screen like this one:



Chapters

The online materials are divided into **chapters** to make them easier to manage. Click on a **chapter** on the left to see a list of the individual **Topics** on the right under **Program Fundamentals**.

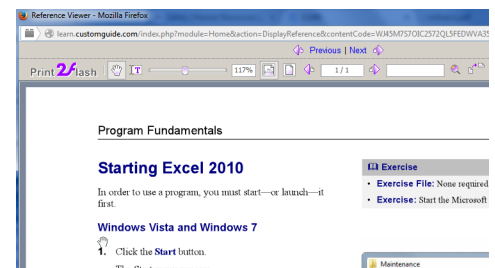
- To begin, click on the **Not Taken** link under the **Tutorial** heading (some earlier courses will offer **Pre Assess**, **Tutorial** or **Post Assess**¹).

Tutorial

This takes you to the **Lessons** which are short interactive clips that focus on one particular feature. The lessons start with a screen telling you what you will learn. Lessons have sound and captions and ask you to actively participate.

Ref

You can display a printable reference document (in PDF format) for each lesson – very useful as a reminder for more difficult topics.



Search Lessons

If you are interested in a particular feature type the keyword/s in the search box on the right hand side.

¹ Assessments: Pre-Assess will ask you to answer a question to test your existing knowledge. After you have completed the tutorial use Post-Assess to test that you have understood the tutorial.

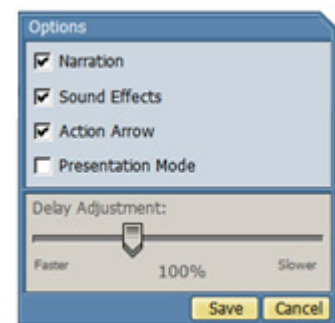
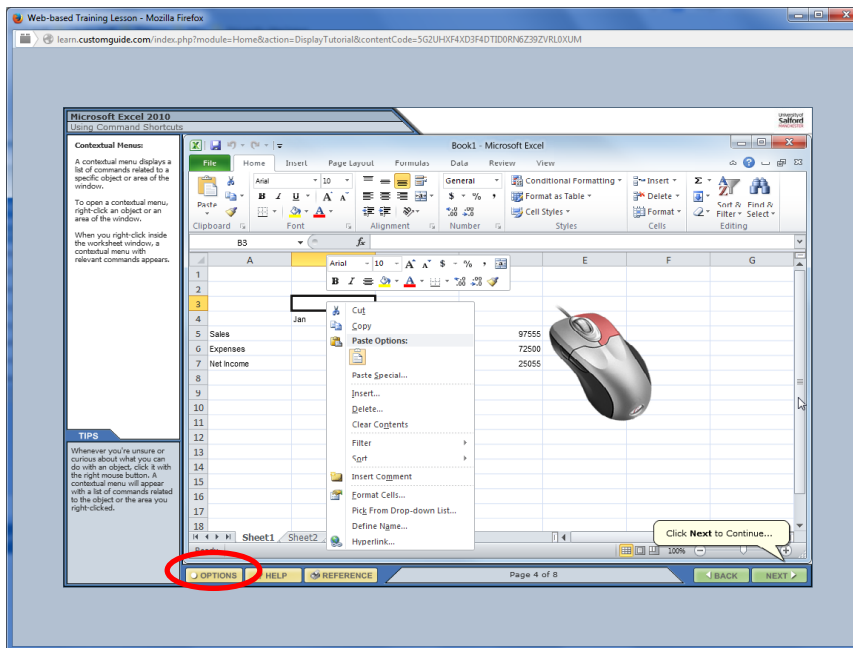
Using Lessons

Lessons are brief and focus on a particular feature.

- Click on the **Not Taken** link under **Tutorial**.
- On the next screen, click on **Proceed to Lesson**.
- A new window will open displaying the lesson.

The screen

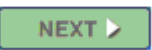
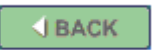

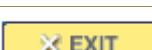
On the left hand side of the screen a panel displays text which provides information and instruction. A voice narration accompanies it, but you can toggle the voice narration on and off via the **Options** button.



Options

- Narration – voice narration to accompany the text.
- Action Arrow – the red arrow which points to the area when interaction is required.
- Presentation Mode – to run the lesson through without requiring any interaction.
- Delay Adjustment – to speed up or slow down the lesson.

Navigation Buttons


	Click the Next button to go to the next page.
	Click the Back button to go back to the previous page.
	Click Help to display the Help dialogue box.
	Click Exit to close the session and return to the lesson menu.

Certificate

Once you have completed an entire course online, the certificate link will appear. Click on the link to print your own certificate.

				Continue Course
The Fundamentals				
Lessons	Assessment	Tutorial	Ref	
Using Help	Passed	Complete		

Search Tutorials

Certificate
 test



Your Report Summary

You can track your progress in all of the online training courses by clicking on the **Home tab** and then **Reports**. You also have an option to export your reports data to Excel.

Assigned to Group(s)									
Group1									
Content Name	Pre Assessment			Post Assessment			Online Tutorials		
	Correct	Total	Pct.	Correct	Total	Pct.	Complete / Total	Time (hh:mm:ss)	
Total	42	59	71%	0	0	0%	138	04:41:52	

NOTE: Always ensure you log out once you have finished

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